EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

OPEN COMPETITIVE

FINES MANAGEMENT OFFICER
(COLLECTOR)

POSITION AVAILABLE WITH THE GLENDALE JUSTICE COURT,
5222 W. GLENDALE AVE., GLENDALE, AZ

RECRUITMENT DATES: Monday, August 21, 2000 – Open Until Filled

SALARY: $11.20 Per Hour

QUALIFICATIONS: A High School Diploma or G.E.D. Certificate and three years of collections experience; An equivalent combination of education and job related experience may substitute on a year for year basis. PREFERRED: Preference to candidates with "face to face" public contact collections as well as with experience utilizing a variety of collection techniques. Bilingual (Spanish/English) skills are also preferred.

ESSENTIAL JOB TASKS: Interviews defendants; makes telephone calls; prepares correspondence, sanctions; coordinates skip tracing in regard to fines collection; maintains data base including data entry, report generation, searches and weekly back up; processes delinquent accounts, orders to show cause, warrants and suspensions; maintains paper files of defendants re: fines management documents; prepares daily/weekly status reports.

SELECTION PROCEDURE: Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

NOTE TO EMPLOYEES: Unless you are a temporary of unclassified employee, you must have successfully passed initial probation before your application can be considered.

FILING PROCESS: Required County Application Form (3100-049) AND SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. Internet Address: www.maricopa.gov

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 4 of the application form for complete information.

ANNOUNCEMENT NUMBER: 106125 / KAC, 7A   **DATE PUBLISHED: Monday, August 21, 2000**
RECRUITMENT ABBREVIATION CODE: COLL-GL

SUPPLEMENTAL INFORMATION
FINES MANAGEMENT OFFICER
GLENDALE JUSTICE COURT

PLEASE NOTE: This form does **NOT** replace the information requested on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Information provided on this supplement will be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS WILL DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION!**

1.   Has your collection background included direct (face to face) customer interaction?

        _____yes   _____some   _____no

        _____# years of experience where your **primary contact** with collections customers was face to face?

2.   Has your background included the creation/preparation of repayment plans?

        _____yes _____no _____# years experience   If yes, please explain:

3.   What types of collection software have you used?

4.   What collection techniques do you utilize?

_____
SIGNATURE/DATE